

JOINT MONTHLY MEETING OF THE
NEW SHOREHAM SEWER COMMISSION and BOARD OF WATER COMMISSIONERS

January 21, 2008 Minutes

Present were members Sandra Finizia, Jason Howarth, Frank Leslie, Rally Migliaccio, Bob Pokraka and District Clerk Janet Ziegler.

Absent was member Robby Brown and Ann Cunningham.

Also present were Public Works Director Nancy Dodge, Superintendents Dave Simmons & Ray Boucher, Counsel Elliot Taubman and Wastewater Management Inspector Don Thimble.

Absent was Finance Director Amy Lewis Land.

R. Migliaccio called the meeting to order at 4:30 PM. S. Finizia and J. Howarth will be voting.

1. Approval of Minutes November 12, December 10.

MOTION: by R. Migliaccio to adopt the minutes as submitted was seconded; a quorum was present and the motion was approved unanimously by all members present.

2. Reports from Officials.

SEWER COMMISSION

• Appoint Evaluation Committee.

R. Migliaccio said that it was suggested to set up a three-member committee to review operator's evaluations and then perform job evaluations for D. Simmons, J. Ziegler and R. Boucher. The committee would then consult with the full board for input and final recommendations. Responding to a call for volunteers for the committee were S. Finizia, J. Howarth and F. Leslie; the Commission unanimously agreed to the appointments. J. Ziegler will forward background information to the new committee.

• Proposal for Sewer Plant IT Services.

R. Migliaccio reported that A. Cunningham, S. Finizia and R. Boucher had met and discussed the Proposal by Information Systems Technologies Inc. (Michele Spero) for computer hardware and management at the sewer treatment plant and concluded that the proposal was more complex than what was needed at this time.

MOTION: by R. Migliaccio to decline to act on the proposal at this time. The motion was seconded, a quorum was present and the vote to decline was:

AYE: 5 (Finizia, Howarth, Leslie, Migliaccio, Pokraka). NAY: Ø. ABSTAIN: Ø.

The motion carried.

N. Dodge noted that the cost for the Proposal included a meeting to have a conversation with M. Spero. S. Finizia reported that she had e-mailed M. Spero a question regarding her services, but that there had been no response. N. Dodge volunteered to set up a meeting between Spero and Cunningham-Finizia-Boucher after February's monthly meeting.

• Meeting Locations for 2009.

Several members had commented that the meeting arrangement at Town Hall was appropriate for audience oriented meetings, but that the commission's meetings, in which the public rarely attend, might be enhanced if the member's seating arrangement were in the 'round'. Alternate handicapped accessible site were: Old Harbor Meadow Community Center (OHMCC), BI Free Library and the BI Fire Barn.

A draw back to these locations is for the hearing-impaired since Town Hall is the only place with an integral microphone system. The Fire Barn has a speaker system used for 'raffles' that may be made available, the Commission could purchase a system, or the 'hearing-impaired' person(s) could be accommodated at the discussion table upon request. Additionally, OHMCC would impose a \$25/facility charge.

B. Pokraka suggested that the OHMCC was close to town, had very good parking and that the \$300 cost for twelve (12) monthly meetings wasn't a significant annual expenditure; the fees would also help support the day-care center. J. Howarth agreed, adding that the acoustics there were very good - another issue with the Town Hall facilities.

By consensus, the Commission agreed to hold the remaining 2009 meetings at the OHMCC; the February monthly meeting would be scheduled at the library since OHMCC was not available on Wednesdays at the normal meeting time.

DIRECTOR OF PUBLIC WORKS AND ENGINEERING

- Request for Water/Sewer Bids: Roadwork, Fuel, Sludge.

N. Dodge said that the Request for Bids had been posted along with those of the Town. Bids are due back by February 10; the Commission/Board could award them at their February 18 meeting.

FINANCE

- Mid-Fiscal Year Review Sewer and Water Operations. N. Dodge said that the Finance Director was absent because there was a meeting at the Governor's office regarding the State finances; she would present a Mid-Fiscal Year review at next month's meeting. Financials ending December 31 2008 were distributed without comment.
- Energy Surcharge Implementation (*May request*). The Commission discussed whether this should remain on the agenda since the Finance Director had stated that she was not enthusiastic about the project.
- Utility Software Status.

(E. Taubman arrived at 4:50 PM)

WASTEWATER MANAGEMENT – 2008 ANNUAL REPORT

R. Migliaccio read the 2008 Annual Report. D. Thimble stated that property owners with T-2 treatment septic systems are required to record their maintenance contracts with the Town in order to ensure that the system is functioning properly. The reason for this is that if a T-2 system fails, it would create a much worse environmental problem than a conventional system. The advance systems have a minimum of three pumps and are not uncomplicated; some manufacturer's warrantee even requires two maintenance inspections per year. Thimble noted that some owners were deliberately circumventing the maintenance performance by canceling the contract after it is recorded; causing a potential liability for the Town's ground water and environment.

Only six 'Second Notice of Violation' were issued in the past year, four are still outstanding. Most property owners have reacted quickly to ensure that their systems were in compliance, however, there was one system with violations more than two-years old without action which has accumulated major fines.

WATER PLANT OPERATIONS

D. Simmons noted that the final security component of the fire system was installed. The Plant is now wired for sensors to monitor for motion, door movement, temperature and has detectors for smoke/heat and floor water (water bug). All systems are remotely monitored and programmed to send alert text messages to an operator's cell phone.

- GIS – Phase 2 Proposal

D. Simmons said that Phase 1 included obtaining GPS (global positioning system) points for each water customers house, curbstop, private lines, line entry, type of line size, meter location, backflow etc. Phase 2 plans to add the water distribution system architecture (including sprinkler and main valves, hydrants and mains) and connect the water customer to the system. Estimated time-span for the project would be May through September and cost ~\$8,500. The cost would straddle two fiscal years; contingency funds would cover May through June this year and budgeted for FY 2010.

MOTION: by F. Leslie to support the Phase 2 GIS project and hire D. Lewis in the spring. The motion was seconded, a quorum was present and the vote to approve was:

AYE: 5 (Finizia, Howarth, Leslie, Migliaccio, Pokraka). NAY: Ø. ABSTAIN: Ø.

The motion carried.

E. Taubman raised an objection that the project should be in the capital budget rather than in operations; the expense would then be amortized over several years. A discussion followed that a project might be capitalized, but the cost of labor was questionable.

- Report on DEM Meeting – Recommendations for Consent Agreement.

Simmons reported on the January 15 meeting with RI DEM (Department of Environmental Management) Chief engineers, Jim Geremia and himself to review the RI Pollutant Discharge Elimination System (RIPDES) Permit requirements. Request for modifications to the Consent Agreement, with supporting data, needs to be made within six months. If it can be proven that certain pollutants are absent, the requirement to perform Priority Pollution Scans (~\$1,700) might be eliminated.

The Block Island Water Company is now operating under the regulations of both the RI Department of Health (Drinking Water Quality) and the RI DEM .

SEWER PLANT OPERATIONS

The transducer to the influent meter, which measures incoming flows, ceased working on December 23. DEM's requirement to measure flows was satisfied by using the effluent numbers. A new transducer was installed and calibrated on the January 16.

- Request from Boehm Regarding Sewer Lateral.

S. and J. Boehm (Plat 7 Lot 34-2) notified the Sewer Commission that their neighbor's property, aka The White House (Plat 7 Lot 34-1), had recently changed ownership and was undergoing extensive renovations. They stated that the White House's sewer line connected to theirs at the south side of the house and that there should be a separate line to the street. R. Boucher said that at one time the property was a single lot of record and that there should be a separate stub on the street. R. Boucher will advise the new owner that a new connection will be required.

3. Service Building Renovations and Addendums.

R. Pokraka reported that this month reflected a continuing problem between the electrical and plumbing work; very little work had been accomplished by either contractor. Without a boiler, there was no heat and the drywall installed is now cracking.

- Request from B. Lambert for Payment.

Lambert's general contract is for \$61,890, which includes two addendums. Although the contract stipulates payment fifty-percent down and the final fifty-percent upon completion his work has been held up through circumstances beyond his control. He has already purchased cabinets etc for the second phase of the job, but has not been able to move forward because of heating, electrical and plumbing. Lambert is asking for a \$10K contract advance to pay for materials already purchased. B. Pokraka, Clerk of Works, recommended issuing the check.

MOTION: by J. Howarth to pay the \$10K request to B. Lambert based on Pokraka's recommendation. S. Finizia recommended that all future contracts stipulate a time-frame for completion. The motion was seconded, a quorum was present and the vote to issue was:

AYE: 5 (Finizia, Howarth, Leslie, Migliaccio, Pokraka). NAY: Ø. ABSTAIN: Ø.

The motion carried.

(NOD left at 5:35PM)

4. Sewer Parking Lot: Survey, Planning Board and CO.

- Status of Bounds. Consider Counsel's Memorandum and Proposed Regulation.

E. Taubman reported that A. Transue gave an estimate of \$1,800 to move the barriers which define the additional parking area adjacent to N. Phillip's Post Office building. On the north-end, the concrete barriers are on his property and on the south-end the parking is on our property; the barriers were originally misaligned because there were no setbacks staked. Although, Geremia and Phillips mutually agreed at that time to accept the arrangement of the installed bounders, after 2 years there is now a request for change.

The Commission discussed whether to move the barriers for \$1,800 or apply for a lot line change.

E. Taubman stated that there was no legal obligation to do so. In a private document, signed by Phillips and Migliaccio (acting Sewer Chair) it was agreed that the Commission would perform all necessary excavation, etc. to provide Phillips with six parking spaces. E. Taubman said he would circulate the non-public agreement to the Commissioners (only) in a sealed envelope.

R. Boucher cautioned the Commission that the Post Office's solar panels, a split-rail fence and a well were located very close to the northern edge of the installed barriers.

MOTION: by R. Migliaccio to pay up to \$1,800 to move the boundary barriers after a release is signed by N. Phillips Jr. which holds the Sewer Commission and excavation contractor harmless of any actions that may disturb/disrupt/damage the installed solar panels, split-rail fence and well. The motion was seconded, a quorum was present and the vote to move with a release was:

AYE: 5 (Finizia, Howarth, Leslie, Migliaccio, Pokraka). NAY: Ø. ABSTAIN: Ø.

The motion carried.

5. Set Date for Worksession: Management Agreement Revisions.

The Commission discussed several dates and agreed to schedule a worksession for February 11 at 4:30PM.

6. Correspondence.

- December 18; Building Official's Denial for Parking Certificate of Use and Occupancy. Once the Commission's parking barriers are moved and an 'as built' is completed, the Commission will return to Planning/Zoning for a hearing.
- December 20; Justin Abrams proposal for Tree Transplant. S. Finizia reported that, at the last meeting, an rough estimate of \$3,500 to \$4,000 was received to hire a tree mover from the mainland. J. Abrams offered to contribute \$1,000 to have three trees moved across the street to his farm and transplanted by a professional arborist. E. Taubman stated that BIED (Block Island Economic Development) was required to plant trees in their Old Harbor Meadows development and offered to come up with ~\$2,000 if they could have some of the mature trees.
- December 29; Letter from S. & J. Boehm regarding sewer lateral and new construction. *(Covered earlier.)*
- January 6; Letter from BIED expressing interest in Tree Transplant. *(Covered earlier.)*
- January 9; Request to meet with the Town's Charter review Commission on February 9. J. Howarth, who sits on the Review Commission, asked the Commission to consider input for the meeting. E. Taubman responded that the Management Agreement between the Sewer Commission and Town was not in the Charter, but should be addressed.

7. Announcements and Public Comment.

Rate Design meeting on Friday January 23 at the Water plant. B. Morency, RCAP Solutions (Rural Community Assistance Program) will meet with the group, and anyone wishing to attend, to work on parameters for continuing the exploration of utility rates.

Adjourn.

MOTION: by S. Finizia to adjourn the meeting was seconded, a quorum was present and the vote to adjourn was approved unanimously by all members present.

The meeting adjourned at 6:20 P.M.

Respectfully submitted,

Janet Ziegler

District Clerk

Approved: February 18, 2009

The New Shoreham Sewer Commission and Water Board are an equal opportunity providers and employers.